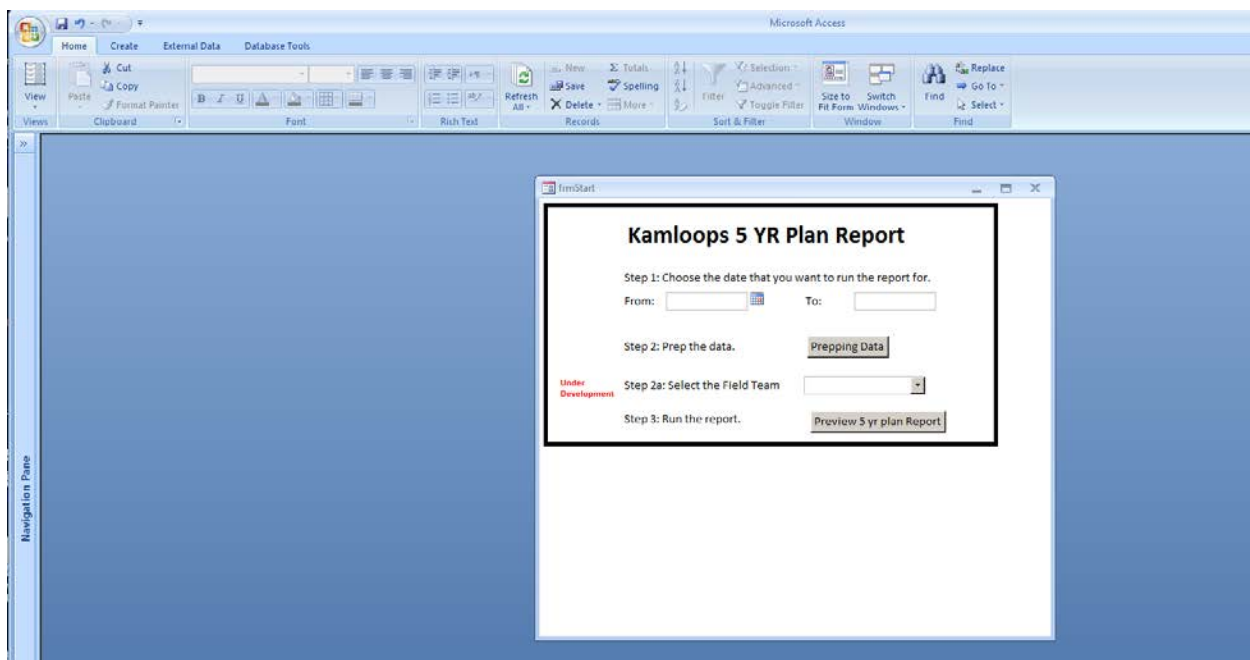


5YR Operating Plan Report – Planner Guide

This document will walk the planner through running the 5YR plan report that they can then report back to the planning officer for reporting to the Local Business Area Leadership Team.

How to run the report:

- 1) Log on to the citrix site
- 2) Open MS Access application
- 3) Open the report from (f:\tka_root\Genus_Reporting\Reports_in_Development). The name of the report is called: 5YearPlanforTKA.mdb
- 4) When the report opens it will look like this.



- 5) You may get a warning at the top of the screen, click on the options and select "Enable Content"
- 6) Choose the dates that you want to run the report on. (e.g. April 1, 2016 in the "From" box and March 31, 2021 in the "To" box)

Kamloops 5 YR Operating Plan Report

Step 1: Choose the date that you want to run the report for.

From: To:

Under Development Step 1a: Select the Field Team

Step 2: Prep the data.

Step 3: Run the report.

- 7) In order to start the process, you need prep the data.
- Click on the Prepping Data Button

Kamloops 5 YR Operating Plan Report

Step 1: Choose the date that you want to run the report for.

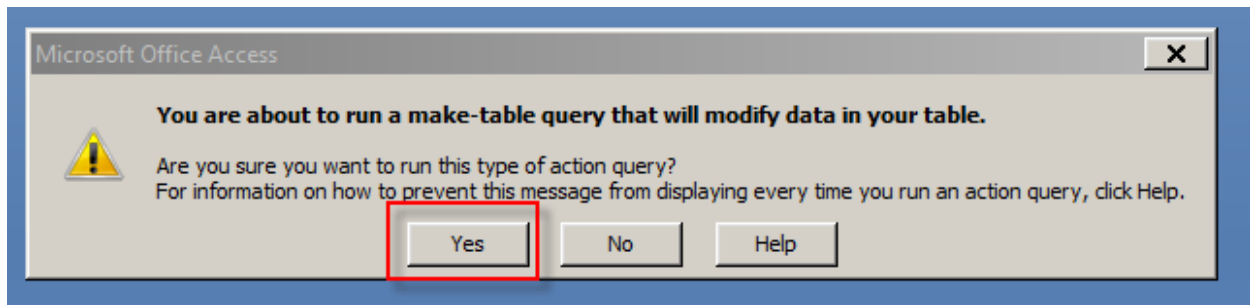
From: To:

Under Development Step 1a: Select the Field Team

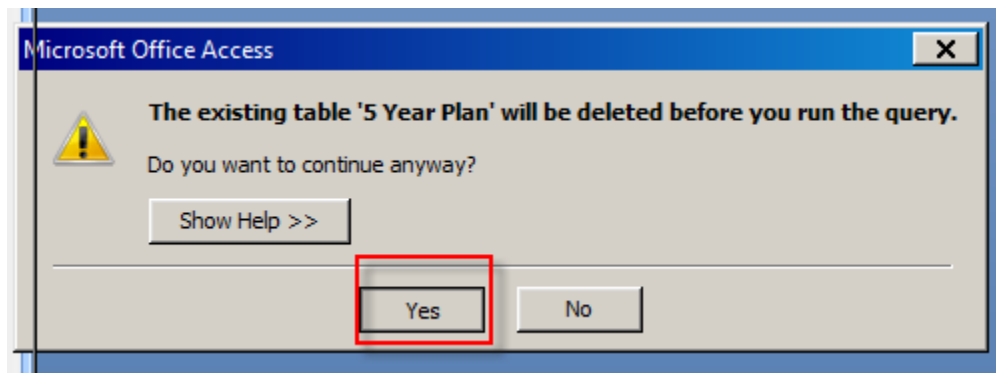
Step 2: Prep the data.

Step 3: Run the report.

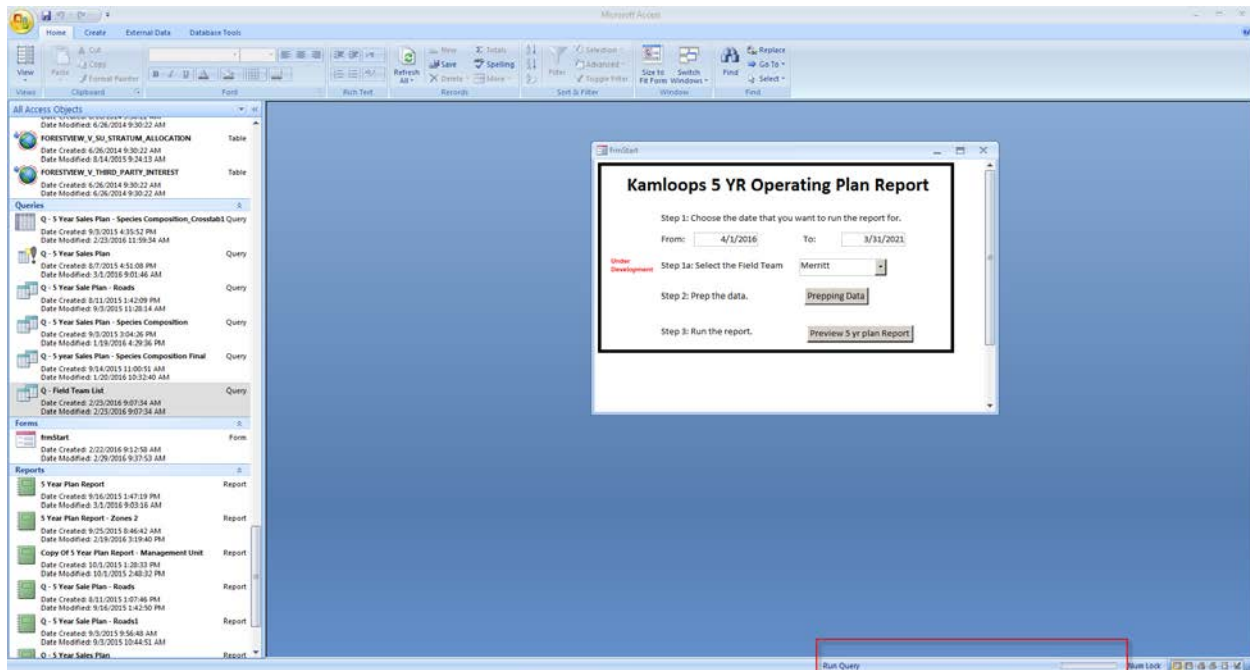
- When you click on the “Prepping Data” button, you will get a message pop up asking if you want to run a make table query that will modify your data, say “Yes”



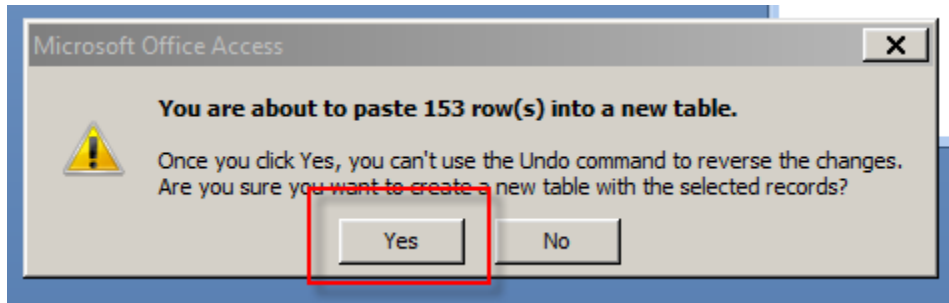
- Another message will pop up, saying the existing table will be deleted before creating the new table, say "Yes". This step will take a few minutes so be patient.



Pay attention to the Run Query box at the bottom of your screen.



- You will get a message pop up saying the your are about to paste rows into a new table, say "Yes"



- Once you click "Yes", you are ready to preview the report. Click on the button "Preview 5 yr plan Report"

A screenshot of a web application window titled "frmStart". The main heading is "Kamloops 5 YR Operating Plan Report". Below the heading, there are three steps: "Step 1: Choose the date that you want to run the report for." with "From:" (4/1/2016) and "To:" (3/31/2021) fields; "Step 1a: Select the Field Team" with a dropdown menu showing "Merritt"; "Step 2: Prep the data." with a "Prepping Data" button; and "Step 3: Run the report." with a "Preview 5 yr plan Report" button. The "Preview 5 yr plan Report" button is highlighted with a red rectangular box. On the left side, there is a red text label "Under Development".

- Preview the report

5 Year Plan Report

BCTS
BC Timber Sales
Kamloops

Kamloops 5 Year Operating Plan Report

April 01, 2016 to March 31, 2019

License	Block ID	Block NDR	UBI	Operating Area	FDP Status	Block State	Merch Area (ha)	Volume (m3)	Source	Species Composition	Auction Date	5 YR Plan Date
Fiscal 2016												
Field Team: Merritt												
A91589	ST8T		BE78T	Siwash North East (ME)	PROP	ADV	21	6395		B11 P178 S11	5/4/2016	4/1/2016
A92372	PS7XG		BE7XG	Pattinson (ME)	PROP	ADV	38.31	7191		P1196 S4	4/14/2016	4/1/2016
A92586	WB867	WB867	BE867	Wolfe-Belgie (ME)	PROP	ADV	9.19	2428		F2 P172 S28	4/28/2016	4/1/2016
A92586	WB868	WB868	BE868	Wolfe-Belgie (ME)	PROP	ADV	21.05	8460		F5 P184 S1	4/28/2016	4/10/2016
Fiscal Total:							89.55	24474				
Fiscal 2017												
Field Team: Merritt												
Merritt Plans	RA2ZD	2025	BE7ZD	Range Creek (ME)		PP	48.76					1/12/2017
A91897	MCDQK		BE0QK	Michael (ME)	196(1)	ADV	10.8	4007		B63 S37	6/10/2016	6/10/2016
A91897	MC7PF	2	BE7PF	Michael (ME)	PROP	WIP	36.06	15407		B96 C1 H1 P13 S100	6/10/2016	6/10/2016
A93032	ST72S		BE72S	Siwash North East (ME)	INF	ADV	101.88	18786		B5 P1189 S5	4/28/2016	5/15/2016
A93034	ST73U	S7-08	BE73U	Siwash North East (ME)	INF	WIP	288.1	48627		B3 F1 P1189 S6	9/1/2016	10/15/2016
A93280	ST6UJ	2	BE6UJ	Siwash North East (ME)	196(1)	WIP	66.79	14778		B11 P175 S14	9/1/2016	10/5/2016
A93280	ST83V		BE83V	Siwash North East (ME)		WIP	3.62	1210		P1119 S81	9/1/2016	10/1/2016
A93280	ST83Z		BE83Z	Siwash North East (ME)		WIP	32.23	7500		B9 P1116 S75	9/1/2016	10/5/2016

Wednesday, May 04, 2016

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Page: 14 | 1 | No Filter

- Once you have looked at the report, you can export the report.
 - Export the report either in excel format (allows manipulation) or pdf format (snapshot in time)

Microsoft Access

Print Preview

Print Size Portrait Landscape Margins Show Margins Print Data Only Columns Page Setup Zoom One Page Two Pages More Pages Refresh All Export Excel Export PDF Export Word Close Print Preview

All Access Objects

- FORESTVIEW_V_SJ_BCO_ALLOCATION Table
- FORESTVIEW_V_SJ_STRATUM_ALLOCATION Table
- FORESTVIEW_V_THIRD_PARTY_INTEREST Table

Queries

- Q - 5 Year Sales Plan - Species Composition, Crosslabl Query
- Q - 5 Year Sales Plan
- Q - 5 Year Sale Plan - Roads
- Q - 5 Year Sales Plan - Species Composition
- Q - 5 Year Sales Plan - Species Composition Final
- Q - Field Team List

Forms

- frmStart

Reports

- 5 Year Plan Report
- 5 Year Plan Report - Zones 2
- Copy Of 5 Year Plan Report - Management Unit
- Q - 5 Year Sale Plan - Roads

Kamloops 5 Year Operating Plan Report

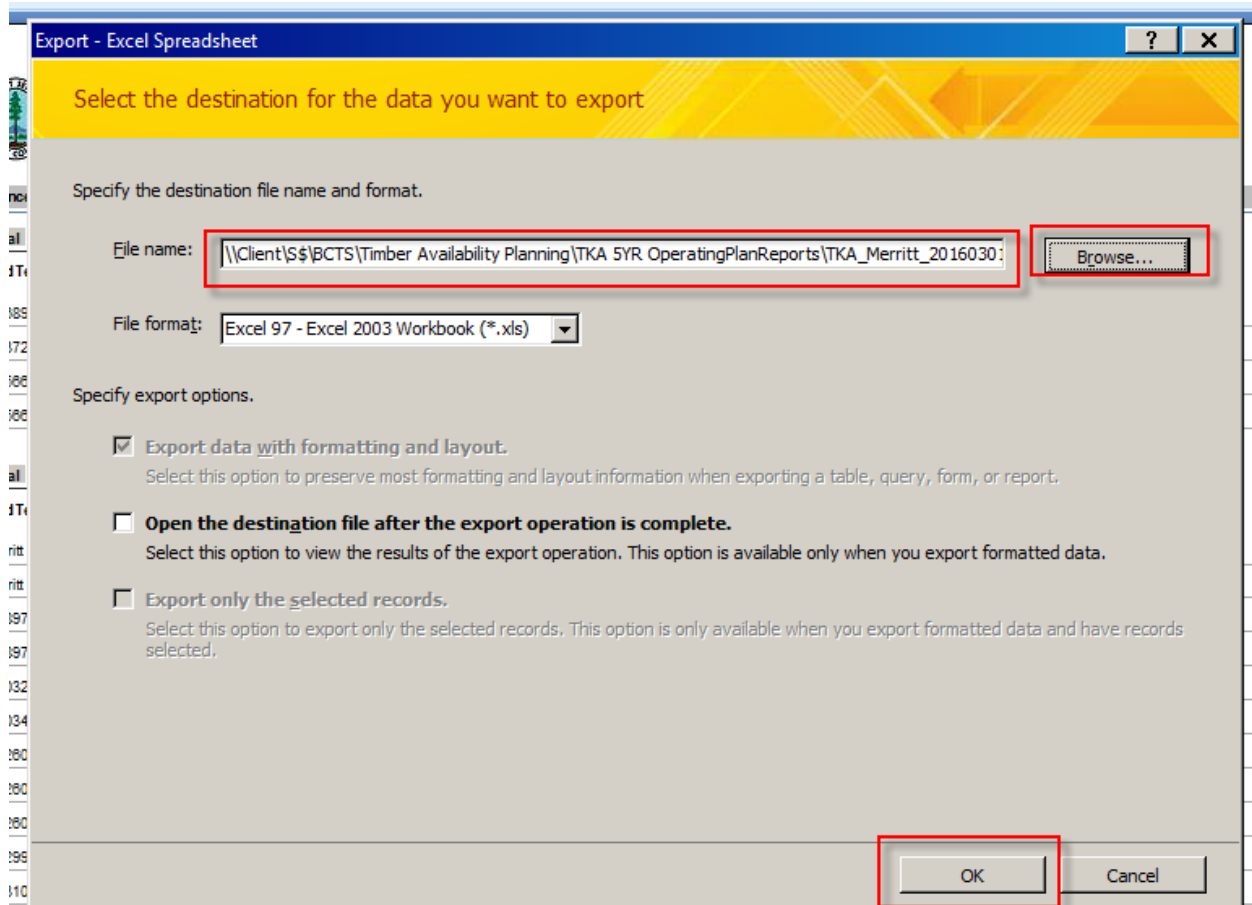
April 01, 2016 to March 31, 2021

License	UBI	Operating Area	FDP Status	Block State	Merch Area (ha)	Volume (m3)	Species Composition
Fiscal 2016							
Field Team: Merritt							
A91589	BE78T	Siwash North East (ME)	PROP	ADV	21	6395	B11 P178 S11
A92372	BE7XG	Pattinson (ME)	PROP	ADV	38.31	7191	P1196 S4
A92586	BE867	Wolfe-Belgie (ME)	PROP	ADV	9.19	2428	F2 P172 S28
A92586	BE868	Wolfe-Belgie (ME)	PROP	ADV	21.05	8460	F5 P184 S1
Fiscal Total:						89.55	24474
Fiscal 2017							
Field Team: Merritt							
Merritt Plans	BE7ZD	Range Creek (ME)		PP	48.76		P14 P128
A91897	BE0QK	Michael (ME)	196(1)	ADV	10.8	4007	B96 C1 H1 P13 S100
A93032	BE72S	Siwash North East (ME)	INF	ADV	101.88	18786	B5 P1189 S5
A93034	BE73U	Siwash North East (ME)	INF	WIP	288.1	48627	B3 F1 P1189 S6
A93280	BE6UJ	Siwash North East (ME)	196(1)	WIP	66.79	14778	B11 P175 S14
A93280	BE83V	Siwash North East (ME)		WIP	3.62	1210	P1119 S81
A93280	BE83Z	Siwash North East (ME)		WIP	32.23	7500	B9 P1116 S75
A93286	BE83S	Copper (ME)	PROP	WIP	85.55	41054	B13 P141 S40
A93310	BE83T	Pasayten (ME)	PROP	WIP	133.75	14788	B43 P173 S76
A93310	BE83N	Pasayten (ME)	PROP	WIP	40.42	14463	B34 P128 S37
A93727	BE95S	Siwash North East (ME)	PROP	PP	54.24	11516	B25 P5 P63 S3
A93819	BE72N	Siwash North East (ME)	INF	WIP	14.38	4037	B11 P1177 B12

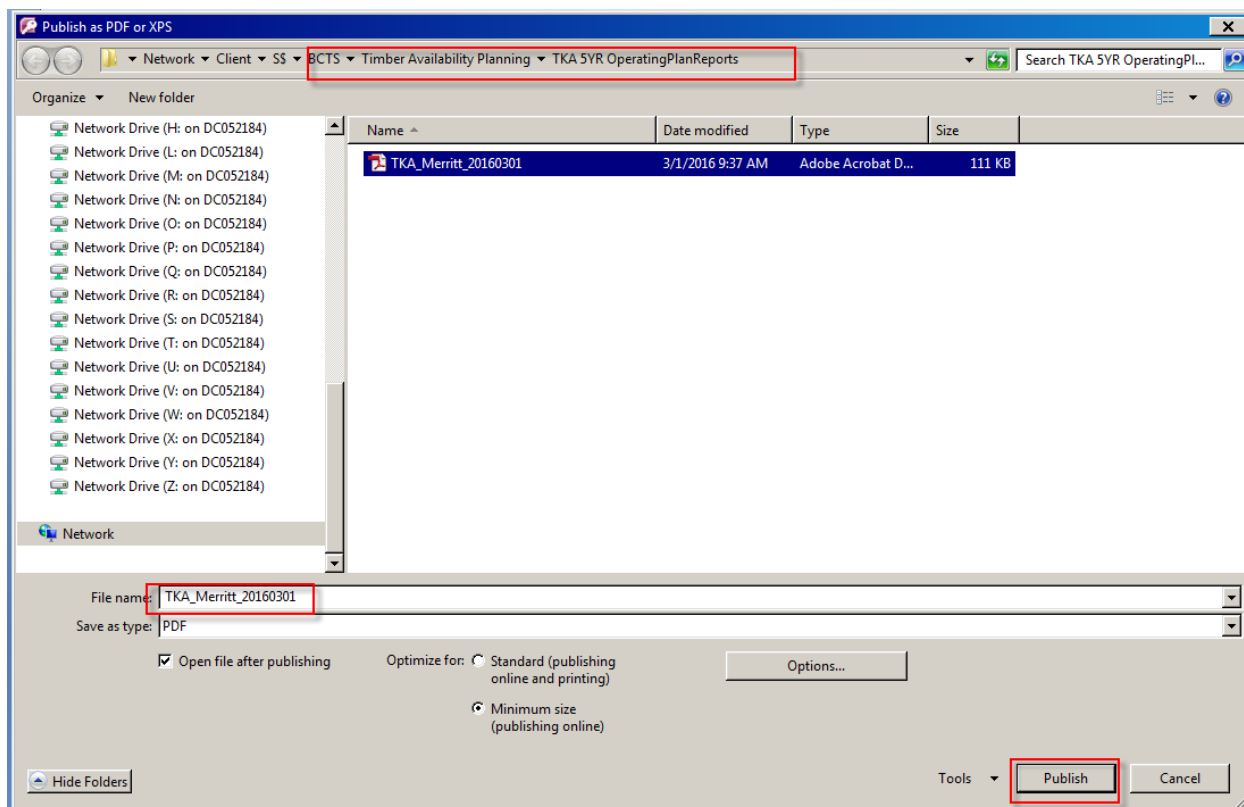
Thursday, March 10, 2016

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- Export to the following folder using the naming convention. By placing the file in this folder and using the naming convention, the planning officer can then review the reports and rollup the numbers for the Local Leadership Team Meeting.
 - o Folder location: [\\olive\S63013\BCTS\TSO Planning\TSO\RCDR 5yr Plan Reports](#)
 - o choose the appropriate year (i.e. 2017) and store in that location
 - o Naming Convention: TKA_FT_YYYYMMDD (eg. TKA_Merritt_20160301.xls or TKA_Merritt_20160301.pdf)



OR:



- 8) If you need volumes uploaded, please put in a GIS request and request volumes be uploaded from VRI overlay tool.
- 9) If you have volumes in the system, please check the allocation tab to ensure that estimate is chosen as it doesn't automatically toggle. Please refer the [best practices document](#) for more information regarding items to check when information isn't showing up as you would suspect it to.

Document Change Tracking

Version	Date of Issue	Author(s)	Brief Description of Change
1.0	Feb/Mar 2016	Devona Hay	- Creation of document for planners
	May 2016	Devona Hay	- Update of screen capture for final output
	Jan 2017	Devona Hay	- Add in section on uploading volumes if they are blank
	April 2017	Devona Hay	- Add in section on checking volumes and allocation tab.

Save PDF copy of document to G:\BCTS\TSO_Library\ILRM SOPs and User Guides